



**SPECIAL MEETING OF THE
Board of Directors of the
El Segundo Senior Citizens Housing Corporation
AGENDA
Virtual Meeting via Zoom Teleconferencing**

MEETING DATE: Wednesday, July 28, 2021
MEETING TIME: 3:30 p.m.

DUE TO THE COVID-19 EMERGENCY, THIS MEETING WILL BE CONDUCTED
PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20.

TELECONFERENCE VIA ZOOM MEETING
Meeting ID: [846 3272 8192](#)
Passcode: [561519](#)

How Can Members of the Public Observe and Provide Public Comments?

Join via Zoom from a PC, Mac, iPad, iPhone, or Android device, or by phone.

Please use this URL

<https://us06web.zoom.us/j/84632728192?pwd=TDZDWGhKT3UxYWphZWlwNEtyMDFtUT09>

If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous.

OR

Join by phone: [1-669-900-9128 US](#)

Enter Meeting ID: [846 3272 8192](#)

Passcode: [561519](#)

Your phone number is captured by the zoom software and is subject to the Public Records Act unless you first dial "*67" before dialing the number as shown above to remain anonymous.

The time limit for comments is five (5) minutes per person. Before speaking to the Board, please state: your name and residence or the organization you represent. Please respect the time limits.

Members of the public may also provide comments electronically by sending an email to the following address prior to the start of the meeting: vwesson@elsegundo.org. ***Please include the meeting date and item number in the subject line.*** If you would like to request that your emailed comment be read into the record, please include the request at the top of your email, limit your comments to 150 words or less, and email your comments at least 30 minutes prior to the start of the meeting. Depending on the volume of communications, the emails will be read to the Board at the appropriate time.

NOTE: Emails and documents submitted will be considered public documents and are subject to disclosure under the Public Records Act and possibly posted to the City's website.

NOTE: Public Meetings can be recorded and are subject to disclosure under the Public Records Act and possibly posted to the City's website.

Additional Information:

The Board of the Senior Citizen Housing Corporation, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Unless otherwise noted in the agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the Board.

PLEASE NOTE: Public Meetings are recorded.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Venus Wesson, 310-524-2344. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CALL TO ORDER:

ROLL CALL

A. PUBLIC COMMUNICATION

At this time, members of the public may speak to any item on the agenda only. Before speaking, you are requested, but not required, to state your name and address for the record. If you represent an organization or a third party, please so state.

B. APPROVAL OF MEETING MINUTES

1. None.

C. CITY STAFF REPORT

D. NEW BUSINESS

1. President's Report (Paul Lanyi)

Reports regarding correspondence, meetings, and business related to Park Vista.

Recommendation: Receive and File

2. Financial Statements and LAIF (Local Agency Investment Fund) (Neil Cadman)

a. Discuss, review and status report including, but not limited to, statements, invoices, and finances.

b. LAIF investment fund and transfers between accounts.

Recommendation: Receive and File

3. Amend Policy Regarding Rental Rates for Interunit (Unit-to-Unit) Transfers (Paul Lanyi)

a. At the June 23, 2021 meeting, the Board voted to amend the policy regarding rental rates applicable to interunit transfers. Staff was directed to put the agreed-upon policy in written form and present it at the next meeting.

Recommendation: Review the written policy regarding rental rates for interunit transfers. If the written policy is consistent with the Board's action at the June 23, 2021 meeting, then receive and file the policy. Alternatively, the Board may make any desired changes to the policy.

4. Amend Policy Regarding Rental Rates for Interunit (Unit-to-Unit) Transfers to and from ADA-Accessible Units. (Paul Lanyi)

a. The Board will consider whether to amend the policy regarding rental rates applicable to interunit transfers to and from ADA-accessible units when the tenant moving into the ADA-accessible unit has a qualifying need under applicable Park Vista policies.

Recommendation: Discussion and Possible Action.

5. Eliminate Waiting List for Interunit (Unit-to-Unit) Transfers. (Paul Lanyi)

- a. The Board will consider whether to eliminate, in whole or in part, the waiting list for interunit transfers and disallow future interunit transfers.

Recommendation: Discussion and Possible Action.

6. Annual State and Federal Tax Filings for the Housing Corporation (Neil Cadman)

- a. Review and consider CPA estimate and engagement letter for completing required annual federal and state tax returns for years 2015 through 2020, responding as appropriate to the July 14 2021 delinquency notice from the California Department of Justice, and for preparing and filing the required tax forms for 2021 at the appropriate time.

Recommendation: Authorize board president or secretary to execute agreement/engagement letter with a CPA to complete and file required federal and state tax returns for years 2015 through 2020, to respond to the Department of Justice's delinquency notice on or before September 10, and to prepare and file the required tax forms for 2021 at the appropriate time.

7. Annual Unit Inspections (Neil Cadman)

- a. Consider whether to conduct the 2021 annual unit inspections.

Recommendation: Discussion and Possible Action.

E. UNFINISHED BUSINESS

F. MANAGEMENT REPORT

Report from the Cadman Group regarding Park Vista operations and management. Unless otherwise listed on the agenda, the Board may not discuss or take action on matters raised in the management report but may vote to place an item on a future agenda for discussion and possible action.

G. BOARD MEMBERS REPORT

A general report from individual Board members.

NEXT REGULAR MEETINGS:

Wednesday, August 25, 2021

Wednesday, September 22, 2021

Wednesday, October 27, 2021

ADJOURNMENT



PARK VISTA

Financial Reporting Analysis

June 2021

Gross Income: \$61,518.59

No out of the ordinary issues with regards to income for the month

Gross Expenses: \$58,415.37

Expenses for the month were normal except for the following:

- *Increased management fees due to overtime of staff members during the COVID-19 crisis. June was the last month for increased costs and also June contained three payroll periods.*
- *Security Service of \$15,064.17 for emergency ingress control due to police activity.*
- *Water bills of \$5,562.75 in June.*
- *Maintenance of \$3,779.52 which comprised of mostly regular type of monthly supplies and small maintenance item.*
- *No Capital Repairs.*

Net Income: \$2,855.51

Total Account Balances: \$1,551,559.54

Upcoming major expenses: The renovation of 11 vacated units started in July and maintenance expenses shall increase dramatically for July and August, but income will go up as well.

NOTE: THIS DOCUMENT IS A SUMMARY AND ANALYSIS ONLY OF THE MONTHLY FINANCIAL STATEMENTS FOR PARK VISTA. THEY ARE NOT PART OF THE ACTUAL FINANCIAL STATEMENTS FOR PARK VISTA.

**Total number of vacancies for the month: 91.8% occupied on 6/1/2021
90.7 occupied on 6/30/2021**

Move-outs: 2

Move-ins: 0

Notices to Vacate: 0

Budget Comparison Notes:

Operations: Operations for the month was a net income of \$6,605.41 over budget for June, and \$42,012.82 over budget YTD.

Income

- **Income for the month of June \$2,204.26 under budget due to vacancies.**

Expenses:

- **Overall \$8,514.12 over budget for all expenses for June.**
- **Maintenance \$9,220.48 under budget for June and \$47,275.52 under budget YTD, however vacancy prep work will get us much closer to budget.**
- **Electricity \$470.66 under budget in June and \$3,563.90 under budget YTD.**
- **Gas \$115.12 under budget for June and \$228.98 over budget YTD.**
- **Cable Television over budget by \$157.77. Spectrum raised fees again and we did not know how much it would be raised when the budget was created.**
- **Water under budget \$2,388.46 YTD and this is more than likely due to lower occupancy.**

NOTE: THIS DOCUMENT IS A SUMMARY AND ANALYSIS ONLY OF THE MONTHLY FINANCIAL STATEMENTS FOR PARK VISTA. THEY ARE NOT PART OF THE ACTUAL FINANCIAL STATEMENTS FOR PARK VISTA.

Income Statement

Cadman Group

Properties: Park Vista - 615 E. Holly Avenue El Segundo, CA 90245

Owned By: El Segundo Senior Citizens Housing Corporation

As of: Jun 2021

Accounting Basis: Cash

Level of Detail: Detail View

Include Zero Balance GL Accounts: No

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Operating Income & Expense				
Income				
RENT				
Rent Income	58,064.50	94.77	357,839.20	97.00
Parking Income	1,445.00	2.36	8,670.00	2.35
Total RENT	59,509.50	97.13	366,509.20	99.35
Prepayment	978.50	1.60	183.00	0.05
NSF Bank Fees Collected	0.00	0.00	0.00	0.00
Laundry Income	782.88	1.28	2,204.02	0.60
Total Operating Income	61,270.88	100.00	368,896.22	100.00
Expense				
Fire Service	90.00	0.15	511.19	0.14
Maintenance	3,779.52	6.17	30,724.48	8.33
Elevator service	1,338.48	2.18	10,088.16	2.73
Gardening	1,121.90	1.83	6,739.40	1.83
Management Fees	22,075.11	36.03	122,784.97	33.28
Security Service	15,064.07	24.59	15,064.07	4.08
Pest Control	514.00	0.84	1,130.00	0.31
Insurance - Property	0.00	0.00	0.00	0.00
Licenses and Permits	0.00	0.00	450.00	0.12
Electricity	1,229.34	2.01	6,636.10	1.80
Gas	1,084.88	1.77	7,428.98	2.01
Water	5,562.75	9.08	18,611.54	5.05
Telephone/Internet	1,697.55	2.77	10,924.96	2.96
Cable/Television	4,857.77	7.93	29,147.12	7.90
Office Supplies	0.00	0.00	182.83	0.05
Advertising & Promotion	0.00	0.00	0.00	0.00
Bank Service Fees	0.00	0.00	60.00	0.02
Professional Fees	0.00	0.00	5,500.00	1.49
Total Operating Expense	58,415.37	95.34	265,983.80	72.10
NOI - Net Operating Income	2,855.51	4.66	102,912.42	27.90
Other Income & Expense				
Other Income				
Interest on Bank Accounts	247.71	0.40	1,617.10	0.44

Income Statement

Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Total Other Income	247.71	0.40	1,617.10	0.44
Other Expense				
Capital Expenditures				
Plumbing	0.00	0.00	19,504.00	5.29
Capital Improvements	0.00	0.00	-30,721.20	-8.33
Total Capital Expenditures	0.00	0.00	-11,217.20	-3.04
Total Other Expense	0.00	0.00	-11,217.20	-3.04
Net Other Income	247.71	0.40	12,834.30	3.48
Total Income	61,518.59	100.40	370,513.32	100.44
Total Expense	58,415.37	95.34	254,766.60	69.06
Net Income	3,103.22	5.06	115,746.72	31.38

Balance Sheet

Properties: Park Vista - 615 E. Holly Avenue El Segundo, CA 90245

As of: 06/30/2021

Accounting Basis: Cash

Include Zero Balance GL Accounts: No

Account Name	Balance
ASSETS	
Cash	
Cash in Bank	400,513.45
Park Vista Reserve Account - LAIF	1,151,046.09
Total Cash	1,551,559.54
Building Improvements	1,046,041.00
Equipment	144,679.00
Furnishings	153,863.00
Personal Property	39.95
Accumulated Depreciation	-811,284.00
TOTAL ASSETS	2,084,898.49
LIABILITIES & CAPITAL	
Liabilities	
Pet Deposit	4,125.00
Key Deposit	1,270.00
Security Deposit	49,078.00
Passthrough Cash Account	-661.00
Accounts Payable	2,595.00
Total Liabilities	56,407.00
Capital	
Owner Contribution	35,996.00
Owner Distribution	-35,996.00
Retained Earnings	184,881.95
Prior Years Retained Earnings	12,696.00
Calculated Retained Earnings	115,746.72
Calculated Prior Years Retained Earnings	1,715,166.82
Total Capital	2,028,491.49
TOTAL LIABILITIES & CAPITAL	2,084,898.49

Bill Detail**Properties:** Park Vista - 615 E. Holly Avenue El Segundo, CA 90245**Payees:** All**Payment Type:** All**GL Accounts:** All**Bill Status:** All**Date Type:** Bill Date**Date Range:** 06/01/2021 to 06/30/2021**Automated AP:** All**Show Reversed Transactions:** No

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
2120 - Passthrough Cash Account											
	06/01/2021	06/01/2021	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	414	Sierra, Irene	270.00	0.00	5687	06/01/2021	Irene Sierra, Park Vista - 414: Move Out Refund
	06/25/2021	06/25/2021	2120 - Passthrough Cash Account	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Jenkins, Cynthia	919.00	0.00	5716	06/25/2021	Cynthia Jenkins, Park Vista - 104: Move Out Refund
							1,189.00	0.00			
4100 - Rent Income											
	06/17/2021	06/17/2021	4100 - Rent Income	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	104	Jenkins, Cynthia	669.50	0.00	5709	06/17/2021	Over Payment of rent
6000 - Fire Service											
1885	06/03/2021	06/03/2021	6000 - Fire Service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Brigade Fire Protection Inc.	90.00	0.00	2B1E-9852	06/16/2021	Monthly monitoring service of the fire alarm central station system
6210 - Maintenance											
0000428	06/03/2021	06/03/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Vazquez, Raul	65.00	0.00	DD27-4ED4	06/15/2021	Troubleshoot and replace electric wiring on circulating pump of hot water heater on roof.

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
0000427	06/03/2021	06/03/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	328	Vazquez, Raul	185.00	0.00	DD27-4ED4	06/15/2021	Repair ceiling fan/light combo in dining room plus add new LED light.
0000426	06/03/2021	06/03/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	402	Vazquez, Raul	85.00	0.00	DD27-4ED4	06/15/2021	Install new smoke detector combo plus battery.
45122	06/04/2021	06/04/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	105.48	0.00	5688	06/04/2021	Maintenance supplies
45108	06/04/2021	06/04/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	35.00	0.00	5688	06/04/2021	Maintenance supplies
45114	06/04/2021	06/04/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	10.94	0.00	5688	06/04/2021	Maintenance supplies
45074	06/04/2021	06/04/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	17.58	0.00	5688	06/04/2021	Maintenance supplies
45047	06/04/2021	06/04/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	45.95	0.00	5688	06/04/2021	Maintenance supplies
0000431	06/07/2021	06/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	323	Vazquez, Raul	280.00	0.00	DD27-4ED4	06/15/2021	Bathroom flooring removed and replaced with new flooring, base board due to previous leaks and damage.
430	06/07/2021	06/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El	323	Vazquez, Raul	195.00	0.00	DD27-4ED4	06/15/2021	Remove and replace bathroom

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							vanity with new vanity, sink, drain trap.
0000429	06/07/2021	06/07/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	323	Vazquez, Raul	195.00	0.00	3F17-1330	06/24/2021	Replaced subflooring rotten from previous overflow issues, and part of flooring around bathroom toilet.
9191806068	06/09/2021	06/09/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	169.11	0.00	5691	06/09/2021	Janitorial supplies
9191806066	06/09/2021	06/09/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	147.64	0.00	5691	06/09/2021	New ADA toilet bowl and seat for unit #323
9191862485	06/09/2021	06/09/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	10.94	0.00	5691	06/09/2021	Maintenance supplies for Unit #324
9191944564	06/09/2021	06/09/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	218.99	0.00	5691	06/09/2021	New white vanity top for Unit #323
43738	06/09/2021	06/09/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	105.48	0.00	5692	06/09/2021	Maintenance supplies
43737	06/09/2021	06/09/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Southbay Industrial Hardware	49.42	0.00	5692	06/09/2021	Maintenance supplies
43770	06/09/2021	06/09/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El		Southbay Industrial Hardware	10.33	0.00	5692	06/09/2021	Maintenance supplies

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
9192138911	06/16/2021	06/16/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	29.54	0.00	5708	06/16/2021	Maintenance supplies
9192138912	06/16/2021	06/16/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	162.08	0.00	5708	06/16/2021	Maintenance supplies for unit #103
9192227106	06/16/2021	06/16/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	118.19	0.00	5708	06/16/2021	Maintenance supplies
9192227107	06/16/2021	06/16/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	812.90	0.00	5708	06/16/2021	Vacancy prep; new gas range and supplies for Unit #103
9192282537	06/16/2021	06/16/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	44.34	0.00	5708	06/16/2021	Maintenance supplies Unit #323
32435	06/21/2021	06/21/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	89.00	0.00	ACH	06/21/2021	Quill Invoice 16229821 - cleaning supplies
32435	06/21/2021	06/21/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	19.47	0.00	ACH	06/21/2021	Quill Invoice #16252611 - cleaning supplies
32435	06/21/2021	06/21/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	11.50	0.00	ACH	06/21/2021	Quill Invoice #16254808 - cleaning supplies
9192348246	06/25/2021	06/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	201.85	0.00	5715	06/25/2021	New low profile tank and toilet bowl for Unit #320

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
9192348248	06/25/2021	06/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	175.19	0.00	5715	06/25/2021	New toilet tank and ceiling fan for Unit #421
9192348247	06/25/2021	06/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	124.63	0.00	5715	06/25/2021	Maintenance supplies for Unit #421
9192419916	06/25/2021	06/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	103.30	0.00	5714	06/25/2021	Vacancy prep supplies for Unit #421
9192348249	06/25/2021	06/25/2021	6210 - Maintenance	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		HD Supply	-44.33	0.00	5714	06/25/2021	Return item from original invoice # 9191806066

3,779.52 0.00

6245 - Elevator service

151400433618	06/15/2021	06/15/2021	6245 - Elevator service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Amtech Elevator Service	1,338.48	0.00	2B22-E2C2	06/16/2021	Service 7/1/21 - 9/30/21
--------------	------------	------------	-------------------------	---	--	-------------------------	----------	------	-----------	------------	--------------------------

6250 - Gardening

4613	06/04/2021	06/04/2021	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	1,076.90	0.00	F268-068A	06/04/2021	Monthly Service - May
4613	06/04/2021	06/04/2021	6250 - Gardening	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Octavio Rojas Landscaping	45.00	0.00	F268-068A	06/04/2021	Extra supplies and approved work for May - 50lb lawn fertilizer

1,121.90 0.00

6270 - Management Fees

	06/01/2021	06/01/2021	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,838.37	0.00	ACH	06/01/2021	Increased maintenance and Janitorial due to COVID-19
--	------------	------------	------------------------	---	--	--------------	----------	------	-----	------------	--

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
	06/01/2021	06/01/2021	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	520.00	0.00	ACH	06/01/2021	Increased management due to COVID-19
	06/01/2021	06/01/2021	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	15,000.00	0.00	ACH	06/01/2021	Management Fees for 06/2021
Increased Management Fee due to COVID-19	06/14/2021	06/14/2021	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	2,358.37	0.00	TRANSFER	06/14/2021	Increased Management Fees due to COVID-19
	06/28/2021	06/28/2021	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	1,838.37	0.00	ACH	06/28/2021	Increased maintenance and Janitorial due to COVID-19
	06/28/2021	06/28/2021	6270 - Management Fees	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Cadman Group	520.00	0.00	ACH	06/28/2021	Increased management due to COVID-19
							22,075.11	0.00			

6310 - Security Service

1145	06/01/2021	06/01/2021	6310 - Security Service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Security Enforcement Group	4,879.91	0.00	6541-CB86	06/01/2021	Security service 5/26/21 - 6/1/21
1172	06/09/2021	06/09/2021	6310 - Security Service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Security Enforcement Group	5,092.08	0.00	90D0-0710	06/09/2021	Security service 6/1/21 - 6/8/21
1209	06/15/2021	06/15/2021	6310 - Security Service	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Security Enforcement Group	5,092.08	0.00	4437-0608	06/15/2021	Security service for 6/8/21 - 6/15/21

15,064.07 0.00

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
6315 - Pest Control											
140696	06/04/2021	06/04/2021	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Al & Sons Termite and Pest Control Inc.	300.00	0.00	3000000209	06/04/2021	Vermin Service 4/15/21 and 5/20/21
438951	06/17/2021	06/17/2021	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Terminix	64.00	0.00	5712	06/17/2021	Monthly Service - June
141147	06/25/2021	06/25/2021	6315 - Pest Control	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Al & Sons Termite and Pest Control Inc.	150.00	0.00	3000000211	06/25/2021	Vermin Service 6/17/21
							514.00	0.00			
6410 - Electricity											
700394170456	06/16/2021	06/16/2021	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Edison	1,004.60	0.00	5695	06/16/2021	Service 5/12/21 - 6/10/21
700587779325	06/16/2021	06/16/2021	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	109	Edison	96.16	0.00	5707	06/16/2021	Service 5/12/21 - 6/10/21
70033596712	06/30/2021	06/30/2021	6410 - Electricity	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245	320	Edison	128.58	0.00	3000000212	06/30/2021	Service 4/13/21 - 6/13/21 Units; 320, 421, 509, 103 and 209
							1,229.34	0.00			
6420 - Gas											
056 105 3200 3	06/17/2021	06/17/2021	6420 - Gas	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Gas Company	1,084.88	0.00	3000000210	06/17/2021	Service 5/4/21 - 6/3/21
6430 - Water											
075-18321-000	06/08/2021	06/08/2021	6430 - Water	Park Vista - 615 E. Holly Avenue El		El Segundo Water	4,467.92	0.00	ACH	06/08/2021	Service 3/16/21 - 5/13/21

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
				Segundo, CA 90245							
075-18411-000	06/08/2021	06/08/2021	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	126.42	0.00	ACH	06/08/2021	Service 3/16/ 21 - 5/13/21
075-18531-000	06/08/2021	06/08/2021	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	126.42	0.00	ACH	06/08/2021	Service 3/16/ 21 - 5/13/21
075-18481-000	06/08/2021	06/08/2021	6430 - Water	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		El Segundo Water	841.99	0.00	ACH	06/08/2021	Service 3/16/ 21 - 5/13/21
							5,562.75	0.00			
6445 - Telephone/Internet											
287272447593	06/04/2021	06/04/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	23.50	0.00	5686	06/04/2021	Service 5/17/ 21 - 6/16/21
145150448	06/08/2021	06/08/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	163.49	0.00	5690	06/08/2021	Service 5/27/ 21 - 6/26/21
310-322-5036	06/16/2021	06/16/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	523.09	0.00	5694	06/16/2021	Service 6/4/21 - 7/3/21
310-640-7156	06/16/2021	06/16/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	630.41	0.00	5693	06/16/2021	Service 6/5/21 - 7/4/21
149394202	06/17/2021	06/17/2021	6445 - Telephone/ Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	246.48	0.00	5710	06/17/2021	Service 6/3/21 - 7/2/21

Bill Detail

Reference	Bill Date	Due Date	GL Account	Property	Unit	Payee Name	Paid	Unpaid	Check #	Paid Date	Description
337000205336	06/21/2021	06/21/2021	6445 - Telephone/Internet	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		AT&T	110.58	0.00	5713	06/21/2021	Service 5/9/21 - 6/8/21
							1,697.55	0.00			
6455 - Cable/Television											
8448 30 006 0255251	06/07/2021	06/07/2021	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	17.23	0.00	5689	06/07/2021	Service 5/30/21 - 6/29/21
8448 30 006 0017008	06/17/2021	06/17/2021	6455 - Cable/Television	Park Vista - 615 E. Holly Avenue El Segundo, CA 90245		Spectrum	4,840.54	0.00	5711	06/17/2021	Service 6/4/21 - 7/3/21
							4,857.77	0.00			
Total							60,273.87	0.00			

Budget - Comparative

Properties: Park Vista - 615 E. Holly Avenue El Segundo, CA 90245

Period Range: Jun 2021 to Jun 2021

Comparison Period Range: Jun 2020 to Jun 2020

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Income								
RENT								
Rent Income	58,064.50	63,562.00	-5,497.50	-8.65%	61,160.00	62,000.00	-840.00	-1.35%
Parking Income	1,445.00	1,445.00	0.00	0.00%	1,437.50	1,250.00	187.50	15.00%
Total RENT	59,509.50	65,007.00	-5,497.50	-8.46%	62,597.50	63,250.00	-652.50	-1.03%
Vacancy	0.00	-1,906.86	1,906.86	100.00%	0.00	0.00	0.00	0.00%
Prepayment	978.50	0.00	978.50	0.00%	314.50	0.00	314.50	0.00%
Laundry Income	782.88	375.00	407.88	108.77%	0.00	415.00	-415.00	-100.00%
Total Budgeted Operating Income	61,270.88	63,475.14	-2,204.26	-3.47%	62,912.00	63,665.00	-753.00	-1.18%
Expense								
Fire Service	90.00	500.00	410.00	82.00%	0.00	335.00	335.00	100.00%
Maintenance	3,779.52	13,000.00	9,220.48	70.93%	3,951.79	13,000.00	9,048.21	69.60%
Elevator service	1,338.48	1,250.00	-88.48	-7.08%	0.00	850.00	850.00	100.00%
Gardening	1,121.90	1,250.00	128.10	10.25%	1,034.40	1,350.00	315.60	23.38%
Management Fees	22,075.11	20,000.00	-2,075.11	-10.38%	21,550.75	14,500.00	-7,050.75	-48.63%
Security Service	15,064.07	0.00	-15,064.07	0.00%	0.00	0.00	0.00	0.00%
Pest Control	514.00	400.00	-114.00	-28.50%	210.00	400.00	190.00	47.50%
Licenses and Permits	0.00	0.00	0.00	0.00%	-164.32	35.00	199.32	569.49%
Electricity	1,229.34	1,700.00	470.66	27.69%	1,350.09	1,700.00	349.91	20.58%
Gas	1,084.88	1,200.00	115.12	9.59%	1,121.97	1,000.00	-121.97	-12.20%
Water	5,562.75	3,500.00	-2,062.75	-58.94%	6,537.15	3,750.00	-2,787.15	-74.32%
Telephone/ Internet	1,697.55	1,300.00	-397.55	-30.58%	1,076.82	1,250.00	173.18	13.85%
Cable/Television	4,857.77	4,700.00	-157.77	-3.36%	4,617.42	4,500.00	-117.42	-2.61%
Office Supplies	0.00	300.00	300.00	100.00%	32.84	300.00	267.16	89.05%
Uniforms	0.00	40.00	40.00	100.00%	0.00	50.00	50.00	100.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Advertising & Promotion	0.00	250.00	250.00	100.00%	0.00	625.00	625.00	100.00%
Entertainment	0.00	0.00	0.00	0.00%	0.00	150.00	150.00	100.00%
Bank Service Fees	0.00	6.25	6.25	100.00%	-53.18	6.25	59.43	950.88%
Postage	0.00	5.00	5.00	100.00%	0.00	10.41	10.41	100.00%
Professional Fees	0.00	500.00	500.00	100.00%	0.00	500.00	500.00	100.00%
Total Budgeted Operating Expense	58,415.37	49,901.25	-8,514.12	-17.06%	41,265.73	44,311.66	3,045.93	6.87%
Total Budgeted Operating Income	61,270.88	63,475.14	-2,204.26	-3.47%	62,912.00	63,665.00	-753.00	-1.18%
Total Budgeted Operating Expense	58,415.37	49,901.25	-8,514.12	-17.06%	41,265.73	44,311.66	3,045.93	6.87%
NOI - Net Operating Income	2,855.51	13,573.89	-10,718.38	-78.96%	21,646.27	19,353.34	2,292.93	11.85%
Other Income								
Interest on Bank Accounts	247.71	600.00	-352.29	-58.72%	851.09	250.00	601.09	240.44%
Total Budgeted Other Income	247.71	600.00	-352.29	-58.72%	851.09	250.00	601.09	240.44%
Net Other Income	247.71	600.00	-352.29	-58.72%	851.09	250.00	601.09	240.44%
Total Budgeted Income	61,518.59	64,075.14	-2,556.55	-3.99%	63,763.09	63,915.00	-151.91	-0.24%
Total Budgeted Expense	58,415.37	49,901.25	-8,514.12	-17.06%	41,265.73	44,311.66	3,045.93	6.87%
Net Income	3,103.22	14,173.89	-11,070.67	-78.11%	22,497.36	19,603.34	2,894.02	14.76%
Cash								
Cash in Bank	2,090.51	0.00	-2,090.51	0.00%	21,646.27	0.00	-21,646.27	0.00%
Park Vista - Grandpoint Account	0.00	0.00	0.00	0.00%	7.53	0.00	-7.53	0.00%

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Period % Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance	Comparison % Variance
Park Vista Reserve Account - LAIF	247.71	0.00	-247.71	0.00%	841.00	0.00	-841.00	0.00%
Park Vista Money Market Account - CHASE	0.00	0.00	0.00	0.00%	2.56	0.00	-2.56	0.00%
Total Budgeted Cash	2,338.22	0.00	-2,338.22	0.00%	22,497.36	0.00	-22,497.36	0.00%
Liability								
Security Deposit	-765.00	0.00	-765.00	0.00%	0.00	0.00	0.00	0.00%
Total Budgeted Liability	-765.00	0.00	-765.00	0.00%	0.00	0.00	0.00	0.00%

**EL SEGUNDO SENIOR CITIZENS HOUSING
DEVELOPMENT CORPORATION**

350 MAIN STREET, EL SEGUNDO, CA 90245

July 15, 2021

RE: Interest Income from Deposit with the City, per Agreement for Investment of Funds

Dear President:

The deposit and interest for the quarter/month ending is as follows:	Q2-2021	June-21 Original
Beginning balance at April 1, 2021		\$ 847,506.38
Accrued: Interest (Posted quarterly)		726.27
Add: Deposits	5/26/2021	\$ 302,813.44
Less: Withdrawals		
TOTAL IN LAIF - G/L# 504-101-0000-0004:	<u>As of</u> 6/30/2021	\$ 1,151,046.09

Accrued Interest (posted quarterly by the 15th day following quarter):						
Interest Earned	April	@	0.339%	Actual	LAIF for 30 days	236.14
Interest Earned	May	@	0.315%	Actual	LAIF for 31 days	242.42
Interest Earned	June	@	0.262%	Actual	LAIF for 30 days	247.71
Accrued Interest	quarter to date					726.27

Interest earned is based on the interest earnings rate the City of El Segundo received from the Local Agency Investment Fund (LAIF), the State administered pool and the number of days the funds were held by the City during the given period. Per the understanding reached at the September 1997 meeting of the Board of Directors, interest will be credited to the account and compounded on a quarterly basis. Interest shown for each month is for your information only.

If you have any questions, please do not hesitate to give me a call.

Sincerely,
Dino R. Marsocci
Dino R. Marsocci
Deputy Treasurer II

Cc: Joseph Lillio, Director of Finance
Dave Davis, Finance Manager
Eva Gettler, Accounting Supervisor
Denis Cook, Interim Director-Development Services
Neil Cadman, Facility Management for Park Vista
Eduardo Schonborn, Principal Planner
Venus Wesson, Sr. Admin Specialist

**PARK VISTA POLICY REGARDING RENTAL RATES
APPLICABLE TO INTER-UNIT (UNIT-TO-UNIT) TRANSFERS**

Effective June 23, 2021, the policy regarding rental rates applicable to inter-unit transfers (unit-to-unit) by tenants within the Park Vista senior housing facility is hereby amended in its entirety to read as follows:

To ensure the financial future of Park Vista, the applicable rental rate for all inter-unit transfers shall be the same rental rate that would otherwise be charged to a new, incoming tenant moving into the subject unit.

Adopted by the Board of the El Segundo Senior Citizens Housing Corporation, effective June 23, 2021.